



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/13/2018	<u>Interviewer:</u> Lafayette Baker / Mallory Sullivan	RFA #18 – 36
<u>Name of Person(s) Requesting Assistance:</u> Sarah Neugebauer		
<u>Contact Numbers (telephone, e-mail, etc.):</u> 3420		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Employee		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: (Please check at least one)

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2/13/2018	Sarah Neugebauer calls MS	<p>Sarah Neugebauer is Local Union President of the WFSE classified staff union calling on behalf of several [REDACTED] employees.</p> <p>A [REDACTED] employee ([REDACTED]) confronted her supervisor ([REDACTED]) about issues involving concerning behavior from another [REDACTED] employee ([REDACTED]), particularly toward his supervisor [REDACTED].</p> <p>Sarah explained that [REDACTED] told [REDACTED] "I know where you live," and which made her feel intimidated. Many people in the [REDACTED] are upset with [REDACTED] works in the same room as [REDACTED] and feels that [REDACTED] says mean people things about people of color. She told [REDACTED] and [REDACTED] said she would do something about it. [REDACTED] called the UPS lady "cute."</p>

2/13/2018	MS emails Sarah	Apologies for not getting back to you. Please confirm the phone number provided is the best way to reach you, will call tomorrow.
2/14/2018	Sarah emails MS	Confirms phone number, provides availability.
2/14/2018	MS calls Sarah	Sarah confirms [REDACTED] is okay with outreach from EOO about concerns. MS will send email with information for Sarah to respond to [REDACTED].
2/14/2018	MS emails Sarah	
2/16/2018	MS calls [REDACTED]	Provides details about work environment in the [REDACTED]. Mentions [REDACTED] may be coming to EOO. [REDACTED] sets an appointment for 2/21/2018.
2/21/2018	[REDACTED] emails MS	Need to reschedule.
2/21/2018	MS email [REDACTED]	Provides [REDACTED] information of EOO to reschedule
3/8/2018	Sarah calls EOO	Sarah and [REDACTED] would like to schedule an appointment with EOO
3/20/18	[REDACTED] and Sarah Neugebauer met with LB and SGS	<p>[REDACTED] explained that she feels [REDACTED] has created a hostile work environment for about 5 years. She witnessed an African American truck driver delivering [REDACTED] who asked him for help, and [REDACTED] refused to help him. They started arguing, and told the individual he was lazy. Subsequently, they almost got into a fight. [REDACTED] said she called [REDACTED], and [REDACTED] came in and did nothing.</p> <p>She also heard [REDACTED] being rude and hostile to his supervisor [REDACTED]. He told [REDACTED] the mark on her [REDACTED] was a spider bite from the devil.</p> <p>[REDACTED] witnessed [REDACTED] use demeaning language toward an African American truck driver delivering [REDACTED] who asked him for help and [REDACTED] refused. [REDACTED] said they started arguing, and [REDACTED] told the individual he was lazy.</p> <p>[REDACTED] also indicated that [REDACTED] does not do his job. He just sits there. [REDACTED] told her he needs to protect himself from older women.</p>
3/22/18	[REDACTED] met with LB	LB explains the Discrimination Complaint Procedure, including differences between the informal and formal process. LB also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options.

		<p>She explained that she is not comfortable talking to [REDACTED] directly because his overall body language is dominating. She explained that when you walk into a room, he put his hands on his hips, stares at you, and he does not smile. He also does not like to be questioned.</p>
3/6/18	<p>[REDACTED] met with LB</p>	<p>LB explains the Discrimination Complaint Procedure, including differences between the informal and formal process. LB also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options.</p> <p>[REDACTED] explained that she supervises [REDACTED], and he has made it very difficult for her. He indicated to her that he does not like to be supervised. In addition, she was having a conversation with a student staff member [REDACTED] and [REDACTED] angrily came in and said he should be included in the conversation. However, the conversation was not about [REDACTED]. Also, she was attempting to create an opportunity for student staff member [REDACTED] to get some different work experiences, and [REDACTED] disagreed with her and said [REDACTED] should not leave his area. Several staff members have told her that [REDACTED] is impatient, angry, and intimidating. Overall she explained that it has been very difficult to work with [REDACTED].</p> <p>[REDACTED] talked about some of the situations that happened in the [REDACTED] involving [REDACTED]. LB asked [REDACTED] if she believed any of the situations she described about [REDACTED] were based on a Legally Protected Characteristics. [REDACTED] reviewed the list of Legally Protected Characteristics in EOO Policy 1600.02 and said she does not believe [REDACTED] actions were based on a Legally Protected Characteristics. LB thanked [REDACTED] for coming in and recommended [REDACTED] talk to the Human Resources Office about [REDACTED]. [REDACTED] thanked LB for listening and said she was unsure if EOO was right place for her concerns, but she was happy she came and talked to LB.</p>
5/11/18	<p>LB and SGS met with Lea Aune and [REDACTED]</p>	<p>LB and SGS discuss the concerns described above.</p>
5/11/18	<p>LB called [REDACTED]</p>	<p>LB explained to [REDACTED] that LB and SGS met with Lea Aune and [REDACTED] and HR is now taking over the case because most of the concerns raised are HR related. Lea Aune will be contacting [REDACTED] said she was comfortable with that</p>

		<p>plan and that LB for his assistance.</p> <p>Sarah told LB thank you for assisting her with situation.</p>
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5/15/18	Sarah Neugebauer called LB	<p>LB explained to Sarah that LB and SGS met with Lea Aune and [REDACTED] and HR is now taking over the case because most of the concerns raised are HR related. Lea Aune will be contacting [REDACTED], and [REDACTED]</p> <p>Sarah told LB thank you for assisting her with situation.</p>